

# OTTAWA LEGAL CLINICS TRANSFORMATION PROJECT

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## STEERING COMMITTEE MEETING

Monday, April 4<sup>th</sup>, 2016

2:00PM – 4:00PM

West End Legal Services office

1301 Richmond Rd., Ottawa

### PRESENT:

Gary Stein (SOCLS), Charlie McDonald (CLSOC), Sarah Sproule (CLSOC, Jacques Chartrand (WELS), Cavell Townley (WELS), Linda Martineau (WELS), Justin Nesbitt (SOCLS), Dominique Conway (SOCLS), Kevin Beaulieu (PI), John Purkis (PI), James Shields (PI)

### REGRETS:

Emma Dickson (PI), Michael Taylor (CLSOC), Eric Cabana (Vanier)

## DRAFT AGENDA

Agenda Items	Action/Discussion Points
<p><b>1</b> Review and approve draft agenda and draft minutes from the last meeting</p> <p>Review action items</p>	<p><b>Discussion Points</b></p> <ul style="list-style-type: none"><li>• Agenda approved;</li><li>• Reviewed action items;</li><li>• It was presented that the Board of Directors at WELS has reached a decision regarding the Housing position. The Board determined that it would be in the best interest of WELS, the community, and the merged clinic to change the Housing CLW position to a lawyer position;</li><li>• This decision was reached after extensive discussion, and it was agreed that Community Development will remain an important part of the job description despite the change in title;</li><li>• The Steering Committee recommends the new Housing lawyer position be on a contract basis, tendered internally at WELS and then to other clinics;</li><li>• It was confirmed that Chuck Ng will have his contract extended from June 2016 to June 2017.</li><li>• Minutes approved</li></ul>

2	Report back from Working Groups	<p><b>Discussion Points</b></p> <ul style="list-style-type: none"> <li>• The first meeting of the Harmonizing Policies Working Group will take place tomorrow, April 5<sup>th</sup>;</li> <li>• The Support Staff and Office Managers Working Group will meet Thursday, April 6<sup>th</sup>, in the afternoon.</li> </ul> <p><b>Action Items</b></p> <ol style="list-style-type: none"> <li>1. Working Groups should contact John Purkis directly if they would like his support during their meetings;</li> <li>2. Each clinic should send a list of their existing policies to Charlie in preparation for the meeting on Thursday.</li> </ol>
3	Review project work plan and next steps	<p><b>Discussion Points</b></p> <ul style="list-style-type: none"> <li>• Gary presented a draft Work plan Review based on the original work plan submitted by Public Interest, and a draft Schedule of events which had been circulated in advance;</li> <li>• The Steering Committee reviewed each item on the Work plan Review;</li> <li>• It was agreed that the Committee should plan to host a joint Board meeting in June to present current progress and offer members the opportunity to meet each other.</li> </ul> <p><b>Action Items</b></p> <ol style="list-style-type: none"> <li>3. Gary will follow up with Louise from the University of Ottawa Clinic and setup a meeting to discuss potential collaboration;</li> <li>4. Gary to add a note in the Work Plan Summary regarding the remaining buy-out;</li> <li>5. Public Interest to review Schedule of Events and ensure it aligns with the expected workload.</li> </ol>
4	Proposed backfill for Linda	<p><b>Discussion Points</b></p> <ul style="list-style-type: none"> <li>• It was acknowledged that Linda's work on the transformation is increasing and that backfill may be warranted for 2 days a week.</li> </ul> <p><b>Action Items</b></p>

		6. Gary to meet with Anthony Schatzky and Randy Ellsworth on Thursday April 7 <sup>th</sup> Re. funding for backfill.
5	Proposed intake system	<p><b>Discussion Points</b></p> <ul style="list-style-type: none"> <li>• Gary circulated a document to gather information about average clinic intake. This will be used to help set intake thresholds for the new joint-intake pilot project.</li> </ul> <p><b>Action Items</b></p> <p>7. Clinics should complete this spreadsheet and return to Gary.</p>
6	March newsletter	<p><b>Discussion Points</b></p> <ul style="list-style-type: none"> <li>• The newsletter was reviewed, ammended, and approved,</li> </ul> <p><b>Action Items</b></p> <p>8. Public Interest will have the newsletter translated and posted.</p>
7	Other items	
8	Next Meeting and Adjournment	<p>Adjournment: 4:12pm</p> <p>Next meeting: April 18<sup>th</sup> , 2:00PM-4:00PM (tentative)</p>